WMU

Wing Management Utility

User's Guide

Civil Air Patrol

WMU
Basic User's Guide

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Table of Contents

Changes:

New format

Page 1   Cover page
Page 3 - 4   Table of Contents
Page 13 -17 FRO Signatures and procedures

PREFACE

The Wing Management Utilities procedures described in this document are only a few of the many procedures available in the WMU. Some Wings are using all of the WMU procedures, but California Wing only uses a few of them.

   a. All CAWG Emergency Services and Pilot Information records are maintained in the National Operations Qualifications (OPS Qual) applications available under National e-Services. See the Ops Qual User's Guide on the CAWG Website.
   b. All Flight Releases must be created and processed using the "CAPF 99" and "FRO" procedures.
   c. All Scheduling of Corporate Aircraft must be done using the "Schedule Aircraft" application.
   d. Aircraft Status information is maintained by the Aircraft Manager, using the "Aircraft Status" application.
   e. Aircraft Maintenance information is maintained by the Aircraft Manager using the Aircraft Maintenance Application
   f. All Safety Meeting Attendance can be recorded using the Unit Safety Meetings application.
   g. All member's ACUT and BCUT information is maintained in WMU and ROA cards can be printed using the Communication ROA Card application.

The first time you try to accomplish any given task, simply follow each procedural step exactly. You will find that after you have done a particular procedure a few times, rather than read every word in the procedure, simply note the **BOLD** words and they will act as reminders, as to what to **Enter** or **Click**. If the **BOLD** word is in double quotes, **"Submit",** it is something that is to be pointed to and clicked on. If the **BOLD** word is in square brackets, **[CAPID],** it is something that must be entered on the keyboard. It's like a cookbook, and like a cookbook, failure to follow the procedure exactly, may result in something other than what you desired.

No attempt has been made to cover every aspects of what WMU can be used for. The procedures outlined herein are the ones most often used by the General Membership and Unit Commanders.

If you find that other WMU applications should be documented in this document, contact the author and it will be added.

Also, if you find that a particular procedure does not work as described, please contact the author and it will be corrected.

1-0 WMU General Procedures

1-1 Sign On To The Internet
    a.   Open [**wmu.nat.cap.gov].** This gets you to the WMU home page

1-2 Sign On To Wmu Home Page
    b.   Click **"Web WMU"** to go to the WMU Main Menu

Or

1-3 Sign On To The Wmu Main Menu
    c.   Open **[wmu.nat.cap.gov/newmainmenu.asp]** This gets you directly to the WMU Main Menu

1-4 Sign On To Wmu Menus

Depending on your position:
    a.   Click on either **"Member", "Unit Commander", "FRO", 'Communications" or "Aircraft Manager".** If you are just signing on, the "Welcome to Wing Management Utilities" page will appear.

1-5 First Time User
If you are a first time user,
    b.   Enter **[CAPID]**
    c.   Click **"Submit**" A "Create Password" box will appear.
    d.   Click on **"Create Password"**
    e.   Enter Region **[PCR]**
    f.   Enter Wing **[CA]**
    g.   Enter Unit **[nnn]**
    h.   Enter Birth Day **[nn]** Just the day of the month
    i.   Enter Mother's Maiden Name **[xxxxxxxxx]**
    j.   Enter desired **[Password]** This is case sensitive. Remember what you entered
    k.   Re-enter **[Password]**
    l.   Click on **"Submit"** Once validated, you will be returned to the menu you came from.

If you already have a Password
    m.   Enter **[CAPID]**
    n.   Enter **[Password]** .
    o.   The Menu you came from will reappear

1-6 LOST PASSWORD PROCEDURE

Password is one of the few "case" sensitive items in WMU.

When you try to sign on to WMU and cannot remember the password you initially used, or used the wrong password, you will be prompted with the message "The password is not valid: Re-enter or use the Forgot Your Password button to have it e-mailed to you at the e-mail address on file in OPS Qual and WMU".

To retrieve your password:
    a.   Enter your **[CAPID]**
    b.   Click on **"Forgot Your Password"** on that page. The "PASSWORD RECOVERY FORM" screen will appear.
    c.   Enter your **[CAPID]**

.   d.   Enter your Wing Identifier **[CA]**
     e.   Enter your Mother's maiden name **[nnnnnnnnnn]**
     f.   Click on **[SUBMIT]** You will receive the message "YOUR PASSWORD
        WILL BE E-MAILED TO YOU AT <your e-mail address>".

If you are a new user and have not entered your E-Mail address into WMU, the following procedure should be used. To get your E-Mail address into WMU (since you cannot logon), any other member with access to WMU, can do this for you as follows:

Select your Unit and Name with the "Select Member" procedure (see "Select Another Member") from the menu , then go to "Personal Information" or "Phones and General Info" and enter your E-Mail address into WMU.

Once that is done, you can get your password by signing on to WMU and following the instructions for recovering your password as described above.

1-7 Member Locator

On the Member menu:
     a.   Click on "Phones/e-Mail". The Member Locator screen will appear.
     b.   Enter [Last name], [First name] (if known) and Wing.
     c.   Click on "Submit". Phone numbers, Cell phone numbers, pager
        numbers, FAX numbers and e-Mail data will show on the Member Locator
        screen.
     d.   Click the "BACK" button to return to menu you came from

1-8 Select Another Member

In WMU, you can perform functions for anyone other than yourself.

On any menu,
     a.   Click on **"Select Member"** or **"Select Another Member".** The Select
        Organizational Entity screen will appear.

     b.   Highlight the unit desired and click on **"Select New Unit".** A new member list
        will appear.
     c.   Highlight the member desired and click on **"Select Member".**

When the new member has been selected, WMU will return you to the screen you were working on.

You can now perform any function for the selected member except for flight releases.

2-0 Radio Operator Procedure

2-1 Print ROA Card

On the Main Menu

    a.   Click on **"Communications"** The Communication Staff menu will appear.

    b.   Click on **"Member ROA Card"** The Radio Operator Authorization Card Utility will appear

    c.   Click on **"Print CAPF 76 Card"** The Communications License Print Options will appear.

    d.   Click on **"Print ROA Card"**   The ROA card will appear

    e.   Click the "**Printer ICON"**   The ROA Card will be printed.

3-0 Aircraft Status

3-1 Check on the Status of any aircraft
On the Member or Aircraft Manager menu:
    a. Click on **"Aircraft Status".** The CAP Aircraft Status screen will appear. The Status of all Corporate aircraft are shown. To see all aircraft including member owned aircraft:
    b. Click the **"Check Box**" to "Include Approved Private Aircraft"
    c. Click on **"Jump to Detail"** to get to the **bottom** of the page.
    d. Select the **"Tail Number"** of your choice. The detailed information about that aircraft will appear.
    e. Click the **"BACK"** button to return to the previous menu.

3-2 Enter a Member Owned Aircraft in the Aircraft Status List
On the Member or Aircraft Manager menu:
    a. Click on **"Aircraft Status".** The CAP Aircraft Status screen will appear. The Status of all Corporate aircraft are shown. To see all aircraft including member owned aircraft:
    b. Click the **"Check Box**" to "Include Approved Private Aircraft"
    c. Click on **"Jump to Detail"** to get to the **bottom** of the page.
    d. Select the Tail Number **"New"**
    e. Enter the **"Tail Number"** of the new aircraft in the box beside the "New".
    f. Enter all of the **"Data"** about the aircraft into all of the fields provided.
Be sure to enter information about the owner of the aircraft.
    g. Click on **"Update/Enter Information"**

3-3 Update the Status of an Aircraft
On the Member or Aircraft Manager menu:
    a. Click on **"Aircraft Status".** The CAP Aircraft Status screen will appear.
    b. Click on **"Jump to Detail"** to get to the **bottom** of the page.
    c. Select the **"Tail Number"** of your choice. The detailed information about that aircraft will appear.
    e. Update the **[Aircraft status data**] Make any changes required**.**
    f. Click on **"Update/Enter Information"**

4-0 Aircraft Maintenance Records

4-1 Update Aircraft Maintenance records
If you are an Aircraft Manager
On the Main Menu
    a. Click on **"Aircraft Manager"** The Aircraft Manager Menu will appear
    b. Click on **"Aircraft Maintenance Records"** The Cap Aircraft Maintenance Form will appear
    c. Select **"Tail Number"**
    d. Click on **"View"** The maintenance information for that aircraft will appear.
Enter **"Date"** and **"Tach"** time for any of the following items:
    e. **"Most Current Tach"** reading
    f. **"Annual Inspection"**
    g. **"100 Hour Inspection"**
    h. **"50 Hour Inspection/Oil Change"**
    i. **"Engine Major Overhaul/Replacement"**
    j. **"Engine Top Overhaul"**
    k. **"Prop Overhaul/Replacement"**
    l. **"Prop Governor Overhaul/Replacement"**
    m. **"Tach Replacement"**
    n. Click on **"Update"** for any item changed
Enter **"Date"** for any of the following items:
    o. **"ELT Battery Expiration"**
    p. **"Transponder Check Expiration"**
    q. **"Corrosion Treatment applied"**
    r. **"Pitot Static Check Expires"**
    s. **"Engine Mounts replaced"**
    t. **"Fluid Hoses Replaced"**
    u. **"CO Detector Expiration"**
    v. Click on **"Update"**
Special Equipment/Notes
    w. Enter any **[Changes]** required
    x. Click on **"Update"**

5-0 Aircraft Scheduling

5-1 Schedule an Aircraft

When scheduling an aircraft, allow enough time to preflight and post-flight the aircraft.
On the General Member, FRO and several other menus:
   a. Click on **"Schedule Aircraft".** The "CAP Aircraft Scheduler" screen will appear.
   b. Select **"Wing"** Your wing will be the default wing.
   c. Select the **"Tail"** number of the aircraft you wish to schedule from the pull down list.
   d. Select the **"Sortie Start Date Month"** desired Use left and right arrows to move to another month.
   e. Click on **"Day"** desired
   f. Select **"Start Time"** from the pull down list.
   g. Select the **"Sortie End Date Month"** desired.
   h. Click on **"Day"** desired.
   i. Select **"End Time"** from the pull down list.
   j. Select the **"Mission Symbol"** desired from the pull down list.
   k. Click on **"Add Sortie".** Your scheduled time block will appear under the Date Schedule column, showing the mission symbol and name.
To look at another days schedule.
   l. Select the **"Sortie Start Date Month"** desired
Or
m. Click on the "**left/right arrows"** in the day's column to go forward or back in time and the **"up/down arrows"** to see the whole time column.

5-2 De-Schedule an Aircraft

Repeat steps "a" through "e" above, or use the **"left/right arrows"** to move to the Date Schedule column desired.

   a. Highlight the **"Scheduled time's starting time"** The schedule information will appear on the right.
   b. Click on **"Delete Sortie"** The scheduled block of time will be deleted.

There are a couple of rules that apply to de-scheduling aircraft:
   1. In order to de-schedule an aircraft, you must have been the one who scheduled your own time block.
   2. Any member who is an Aircraft Manager (ALGM) can de-schedule any time block.
   3. When a schedule is deleted, the pilot is notified by e-Mail

5-3 Display Monthly Schedule

If you wish to display the whole month at a time:
   a. Click the **"Show Monthly Display"** The whole month will be displayed, but it is too large to see all of it on the screen. Scroll back and forth and up and down to see all of it.

To see who scheduled a particular block of time, simply determine the date
   b. Click **that date** on the Sortie Start Date Calendar. That Pilot's name will be displayed on the day's schedule.

To see the whole month on your screen, temporarily change the screen resolution to 1600 X 1200.

    c.   Click **"Start || Control Panel || Display || Settings"**
    d.   Select **Screen Resolution slide to "1600 X 1200"** Note the present setting.
    e.   Click **"Apply"** The whole month's schedule will be displayed on your screen.

To print the whole month on one page:

    f.   Click **"Alt Prnt Scrn"**
    g.   Start **"Word"**
    h.   Click **"File || Page Setup || Paper Size"**
    i.   Click **"Landscape"**
    j.   Click **"OK"**
    k.   Paste **"Ctrl "V"** to the "Word" page.
    l.   Click **"Print"** to print the page.

To return your screen to it's normal resolution repeat steps c – e above

6-0 Flight Release Officer Procedures

Each Flight Release Officer must have his / her signature on file in the WMU system. This signature is entered onto each CAPF 99 entry, when that document is created at the end of each month for the State Director.

6-1 Entering your FRO Signature

From the WMU Main menu
a.   Click on **"Operations Staff"**
b.   Click on **"FRO Signature Upload"** on the Air Operations Menu
c.   Click on **"Download FRO Signature Authorization Form"** The WMU FRO Signature Card will be displayed.
c.   Print the "**FRO Signature Card"**
Fill in the information requested
1.   **[Date]**
2.   **[Your Name]**
3.   **[Your CAPID]**
4.   Sign **[your name]** _inside_ the blue outlined box. ***Keep it ALL inside the box***.
Use a BLACK pen, not too fine, as it will not scan well. Unless you have a real short name, you can only use your initials and last name. This is because the name will be inserted into the CAPF 99 signature boxes which are quite small

If your Unit or Unit Commander has a scanner that can scan JUST the signature on the Signature Authorization Form: (This is the "Preview" feature of some scanners).

6-2 UPLOAD a Signature to WMU at the Unit / Group level

The only people authorized to enter (Upload) FRO signatures into the WMU system are:
Wing Commander
Wing Director of Operations and Assistants
Group Commanders
Unit Commanders

a.   Scan just the **"Signature"** on the FRO Signature Authorization Form as a jpg file. Keep the scanned image completely within the blue box
b.   Save the scanned image as **"CAPID.jpg".** e.g. 123456.jpg in a folder of your choosing.

From the WMU Main menu
c.   Click on **"Operations Staff"**
d   Click on **"FRO Signature Upload"** on the Air Operations Menu
e.   Browse for the **"Signature"** you just saved e.g.123456.jpg
f.   Click on **"UPLOAD"** The signature document will be uploaded to WMU for use on the CAPF 99s created by WMU.

Unit or Group commanders entering the signatures, must also scan the whole FRO Signature Card and e-mail it to the Director of Operations.

g.   Scan the whole **"WMU FRO Signature Card"** as a "pdf" file and name the file [CAPID].pdf   e.g 123456.pdf.
h.   Send an e-mail to CAWG Director of Operations at "DO@cawg.cap.gov" with the document "123456.jpg" attached.
The CAWG DO can then print a hard copy for the CAWG file.

6-3 UPLOAD a Signature card to be processed at the Wing level

    i.   Scan the whole **"WMU FRO Signature Card"** as a "pdf" file and name the file [CAPID].pdf   e.g 123456.pdf.

    j.   Send an e-mail to CAWG Director of Operations at "DO@cawg.cap.gov" with the document "123456.jpg" attached.

The CAWG DO can then scan and enter your signature into the WMU system.

If you do not have the capability to scan the WMU FRO Signature Card, simple mail it to:

    California Wing, Civil Air Patrol
    CAWG DO
    P O Box 7688
    Van Nuys CA 91409-7688

The CAWG DO can then print a hard copy and scan and enter your signature into the WMU system

6-4 Entering a Flight Release Officer's PIN number

From the FRO Menu:

    a.   Click on **"FRO Pin Number"** The FRO PIN Maintenance page will appear will appear.

    b.   Enter a **[PIN Number]** A 4 digit number after your initials. This is your PIN Number.

As an FRO, you will have to enter this number when you release a flight.

6-5 Flight Release Officer Releasing procedure

The pilot will give the FRO a pending flight release number, "Pnnnnn"

From the FRO Menu:

    a.   Click on **"CAPF 99 Flight Release"**. the CAPF-99 Flight Release Form will appear.

    b.   Select Sortie **"Pnnnnn"** that the pilot gave you. The details of the release are displayed

    c.   Enter your **[FRO PIN]** Number and the **[last 4 digits of your SS Number]** at the bottom of the page.

    d.   Click on **"Update Sortie Information"** The sortie number now just shows 'nnnnn' the "P" is removed. The sortie is released.

7-0 Flight Release CAPF 99

All CAP Flights except A1 – A5 Air Force Assigned Missions require a CAPF 99 Flight Release. A1 – A5 sorties are released with either a CAPF 84 or CAPF 104. The WMU Flight Release module can be accessed from either the Member or FRO Menus

7-1 Pilot's Initiation of a Flight Release

From the Member menu;
  a.   Click on **"Assisted CAPF 99"**   The CAPF-99 Flight Release Form will appear.
OR
From the FRO Menu
  a.   Click on **"CAPF 99 Flight Release"** The CAPF-99 Flight Release Form will appear.

Note: A person who is NOT a Flight Release Officer, CANNOT enter a Flight Release for another member. If this is necessary, have your Flight Release Officer enter the data

  b.   Select Sortie **"New"**
  c.   Select Mission Symbol **"A6 – L1"**
  d.   Enter **[Mission Number]** Some mission numbers are automatically generated.
  e.   Select **"Mission Purpose"**
  f.   Enter **[Objective]** Optional
  g.   Enter **[WMIRS Sortie]** if known
  h.   Select **"Tail Number"** Check box "My Wing" should be already checked. (The other check boxes are to see aircraft in other Wings)
  i.   Enter **[Pilots CAPID]** in the left box or **[Name]** in the right box
  j.   Click on **"Lookup Name"** or **"Lookup CAPID"** as required
  k.   Enter Passengers/Instructors **[CAPID]** or **[Name]** *If the passengers are AFROTC Cadets or other Non CAP passengers, enter their name and a number in the CAPID box. This can be their phone number, but **DO NOT** click on Lookup CAPID or Name. You can also go back later and add more passengers, prior to closing the flight release.*
  l.   Click on **"Lookup Name"** or **"Lookup CAPID"** as required
  m.   Enter **[Departure Airport]**   FAA Designation
  n.   Enter **[Destination Airport]** FAA Designation
  o.   Enter **[Route of Flight]**   Same as on an FAA flight plan
  o.   Enter **[Estimated Departure Time]**
  p.   Enter **[Estimated Arrival Time]**
  q.   Enter **[Estimated Hobbs Time]**
  r.   Click on all of the 12 **"Verify buttons",** answering the CAPR 60-1 CAPF 99 questions.
  s.   Click on **"Enter Sortie Request"**

If you are entering an Initial CAPF 5 checkride sortie and have NOT entered your FAA Certificate[s], FAA Medical, FAA BFR into OPS Qual, the enter sortie request button will not work and you cannot complete the flight release.

If the Pilot is NOT a current CAP Pilot or if the Aircraft selected is out of service, or if the aircraft is Scheduled by someone else, a message will be displayed and the flight will NOT be released. Also, if the aircraft is due for a 50 hour, 100 hour inspection or Annual Inspection, it will not be released.

The requested flight release will be assigned a pending "Pnnnnn" number. You can now contact your Flight Release Officer or any other FRO, if yours is not available. Give him/her the Pending Flight Release Number "Pnnnnn"

If you need the phone number of a Flight Release Officer:
    t.   Click on **"View Wing FRO List"** at the top of the page. This takes a few minutes.

All Flight Release Officers must be included in the WMU "Unit Organization" (PA) under the Operations Section.

A FRO will only appear on the Wing FRO List IF the have submitted their "Signature" on a "FRO Signature Card" (See para 6-1) and it has been uploaded to WMU. In addition, if the FRO appears on the Wing FRO List, but does NOT have an asterisk in front of his name, he has NOT created his FRO PIN # (See para 6-4)

If the person entering the Flight Release information is also an FRO, the flight is released at this time, after the FRO enters his/her PIN number and last 4 digits of his/her SS No.

Use of the CAPF-99 as a worksheet for A15 or B15 O-Ride flights.

When the A15 or B15 Flight Release has been entered, print a copy of the Flight Release to be used as a worksheet onto which to record the Cadet's CAPIDs, for use when you later complete the flight release. Remember, all Powered O-Ride flights are to be piloted from the LEFT Seat.

7-2 Cadet Next O-Ride Syllabus List

If you need to determine which Cadet O-Ride syllabus is required for the flight, you can get a list of Cadets in a Unit, which lists the Cadet Name, CAPID, his/her next required O-Ride syllabus and the date of the last O-Ride.

To acquire the Next O-Ride List:

    a.   Go to the **WMU Main Menu**
    b.   Click on **"Cadet Programs"**
    d.   Click on **"Powered O-Ride Needs"**
    e.   Click on **"Charter Number"** or **"Unit Name"** button
    e.   Select **"Unit"** desired   A list of the selected Unit's Cadets will appear.
    f.   Click **"Print"** to print a list of Cadets next O-Ride

7-3 Pilot's Flight Release Completion Procedure

From the Member menu;
    a.   Click on **"Assisted CAPF 99"**   The CAPF-99 Flight Release Form will appear.
    b.   Select Sortie **"nnnnn"** from the drop down list of active and pending sorties.
           The sortie data will appear.
    c.   Enter **[Actual Hobbs Time]**
    d.   Enter **[Closing Tach Reading]** NOT TACH TIME - Tach reading.
    e.   Enter **[Oil Used**] Even if "0"
    f.   Enter **[Fuel Used]** gallons
    g.   Enter **[Fuel Cost]**
    h.   Enter **[Discrepancies]** if any
    i.   Click on **"Member Button"**

If the sortie is NOT and A15 or B15 Cadet O-Flight, go to step o

7-4 If the Sortie is a Mission Symbol A15 or B15 flight.

The released CAPF 99s for A15 or B15 flights, contain data entry fields in which to enter the Cadet's CAPID for each flight. When the CAPID is entered and you tab to the next field, the name of the Cadet is automatically entered into the form. The O-Ride syllabus name and number are automatically entered to give the Cadets credit for this O-ride.

    j.   Enter **[Total Ferry Time]**   If any

    k.   Enter Front Seat Cadet **[CAPID]** If the cadet has had all required rides, this will be rejected.

    l.   Enter Rear Seat Cadet **[CAPID]** As many as are on the flight
The **"Syllabus"** is filled in automatically, based on the last O-Ride the front seat Cadet had recorded. <u>If a Cadet has taken several O-Rides in the past, but has skipped one of the O-Rides, click on the syllabus down arrow and select the flight desired and tab to the next field.</u>

    m.   Enter **[Flight Time]** For each o-ride flight. The total time for all flights and the Ferry Time, should equal the "Actual Hobbs Time" above, for the whole sortie

    n.   Enter **[WMIRS Sortie #]**   (If known)

    o.   Click on **"Update Sortie Information"** This will close out the flight release and enter the data into WMIRS.

7-5 Cancel A Flight Release

From the Member Menu
    a.   Click on **"Assisted CAPF 99"**   The CAPF-99 Flight Release Form will appear.
    b.   Select Sortie **"nnnnn"** from the drop down list of active and pending sorties. The sortie data will appear.

At the bottom of the page

    c.   Select Sortie Status **"Cancel Sortie**" The page will refresh
    d.   Click on **"Update Sortie Information"** This will cancel the sortie.

8-0 Meeting Attendance

The Meeting Attendance application can be used to create an attendance record of several kinds of meetings Moral Leadership, Squadron Activity, Safety Briefings, ES Activity and Aerospace Education.

8-1 Enter A New Meeting

From the WMU Main Menu
- a.   Click on **"Safety"** The Safety Menu will appear

From the Safety Menu
- b.   Click on **"Unit Safety Meetings"** The Meeting Attendance entry page will appear. This is used to enter all of the different types of meetings.
- c.   Enter **[Meeting Title]**
- d.   Select date **"New"**   A dropdown calendar will appear.
- e.   Select **[Date]** from calendar
- f.   Enter **[Time]**   of the meeting
- g.   Select **"Dress"**   requested.
- h.   Enter **[Location]** of meeting
- i.   Enter **[Subject]** of meeting
- j.   Click on '**Topic"** button of the meeting
- k.   Select **[Attendees]**   Hold down CTRL key and select all members who attended the meeting
- l.   Click the " ➔" arrow to enter members into the attendee list.
- m.   Click on **"Save Meeting"** The meeting will be saved for future reference.

The meeting will be saved in the for future reference

8-2 Print A List Of Meeting Attendees

Under Print Options
- n.   Click on **"Show only Present"**
- o.   Click on **"Print"**

8-3 Retrieve A Meeting

From the WMU Main Menu
- p.   Click on **"Safety"** He safety menu will appear

From the Safety Menu
- q.   Click on **"Unit Safety Meetings"** The Meeting Attendance entry page will appear. This is used to enter all of the different types of meetings.
- r.   Select **"Date"** of meeting. The meeting data will be displayed

You may change any of the meeting data using the procedures above.

8-4 Unit Safety Report

From the Safety Menu
- a.   Click on **"Unit Safety Report"** A report will appear for all Units in the Wing, showing Meeting Date, Subject, and Attendees Count.

ATTACHMENT 1

Cadet O-Ride Procedure

At Home Or Home Base   WMU Guide Paragraph

a.   Schedule the aircraft   Para 5-1

b.   Using WMU, create a CAPF 99 for A15 or B15 flight   Para 7-1

c.   Print a copy of the CAPF 99 to use as a worksheet during O-Ride session

d.   Ferry the plane to the O-Ride location

At O-Ride Base

e.   Print List of Next O-Rides for Unit[s] being flown   Para 7-2

f.   Acquire Cadets for O-Ride. Write Cadet's CAPIDs on CAPF 99 copy

g.   Determine which O-Rides the Cadets need.   Para 7-2

h.   Fly the O-Ride[s] using appropriate CAPP 52-7 syllabus, Cadets switching
     seats midway in the flight.
     O-Ride pilot Shall fly from the LEFT seat IAW CAPP 52-7

i.   Return to the O-Ride location. Be sure you have correct CAPIDs of all Cadets flown.

j.   Ferry the plane to home base

At Home Or Home Base

k.   Using WMU, Enter closing data on the CAPF 99, including entering Cadets   Para 7-3,
     information into CAPF 99. If a Cadet was missing a syllabus, enter that sortie
     Into the CAPF 99

l.   Print a copy of the completed CAPF 99 for your records

m.   Close out CAPF 99   Para 7-3

n.   Acquire a CAWG Form 10 from CAWG Website

o.   Enter all required data from CAPF 99 to CAWG Form 10
     Total Hobbs time on CAPF 99 and CAWGF 10 must agree

p.   Make two copies of the CAWGF 10 and the fuel receipt.

q.   Mail completed CAWGF 10 and fuel receipt to CAWG/FM for reimbursement. Retain a
     copy of each for your records.

r.   File your copy of the CAPF 99 and CAWGF 10